

nextTEST

ADMINISTRATIVE FUNCTIONS

**ADDING NEW USERS,
MONITORING CERTIFICATION**

&

ENROLLING USERS FOR TRAINING

A designated nexTEST “Administrator” wishing to perform any administrative functions within the nexTEST application will...



...click on “Agency Login”

The administrator's initial login for access to the administrative functions is the same as that of a test taker.

The screenshot shows the 'Launch Pad Home' interface for the 'nexTEST CJIS TESTING' system, associated with the 'Kansas Highway Patrol'. The header features the state seal, the system name, and a 'POWERED BY PEAK PERFORMANCE SOLUTIONS' logo. The main content area contains an 'Agency Login' form with fields for 'User Name' and 'Password', and 'Submit' and 'Reset' buttons. Below the form is a 'nexTEST Home' button with a house icon. The footer displays the copyright notice: 'Copyright © 2012 Peak Performance Solutions'.

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Launch Pad Home

Agency Login

User Name:

Password :

 **nexTEST Home**

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User Name = KCJIS USERID

Password = Agency ORI (with letters in uppercase)

Click "SUBMIT"

By clicking on “My Info”...



...a TAC has the option of changing his/her password from the standard default of the agency's ORI in the interest of preventing potential access to the administrative functions by unauthorized users.

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Reports | User Admin | My Info | Assistant Admin's | Class Management | Admin Home | Help

My Info

Change Email Address

Email Address:

CC Email Address:

Change Password

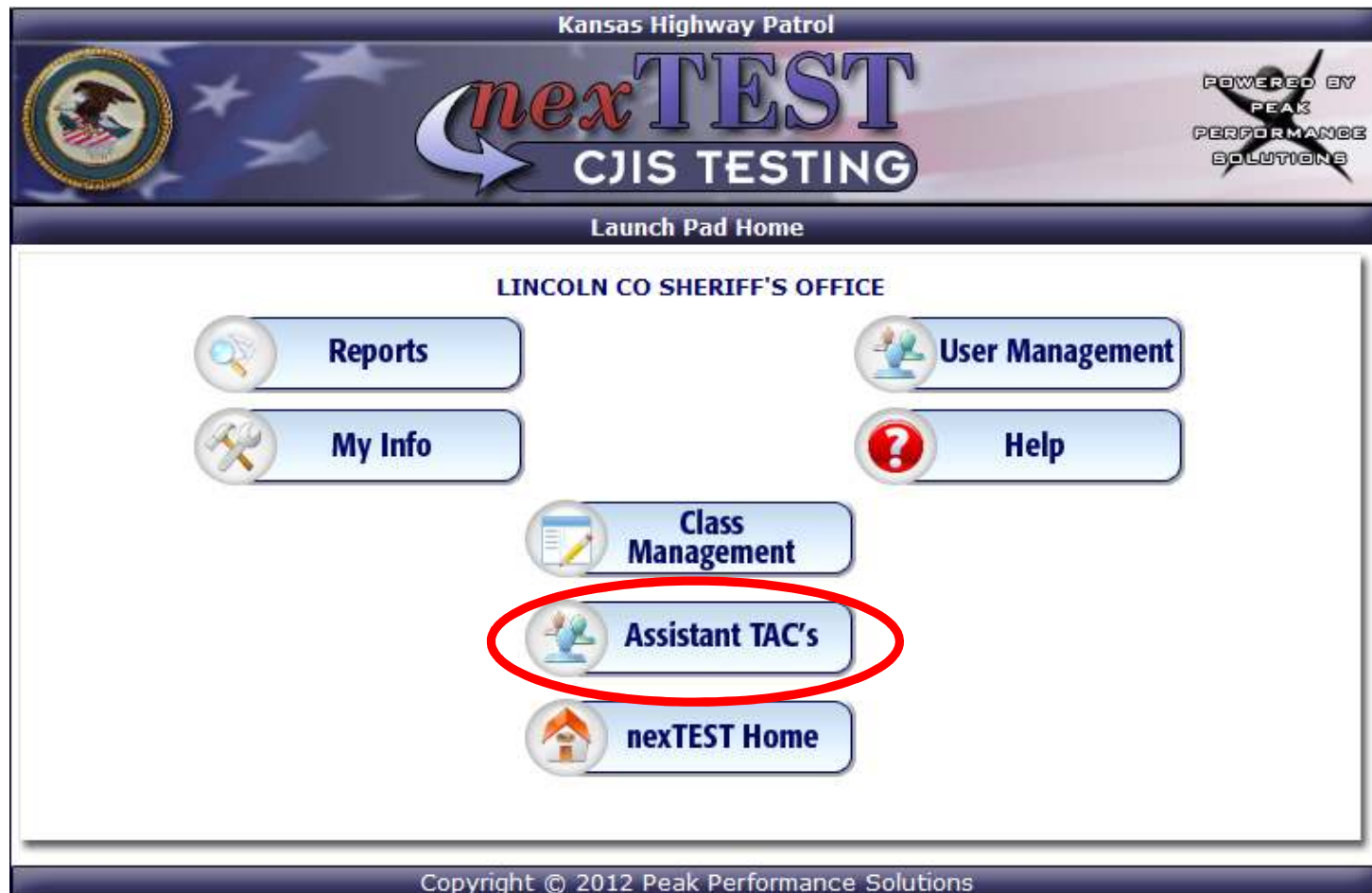
Password:

Verify Password:

nexTEST Home

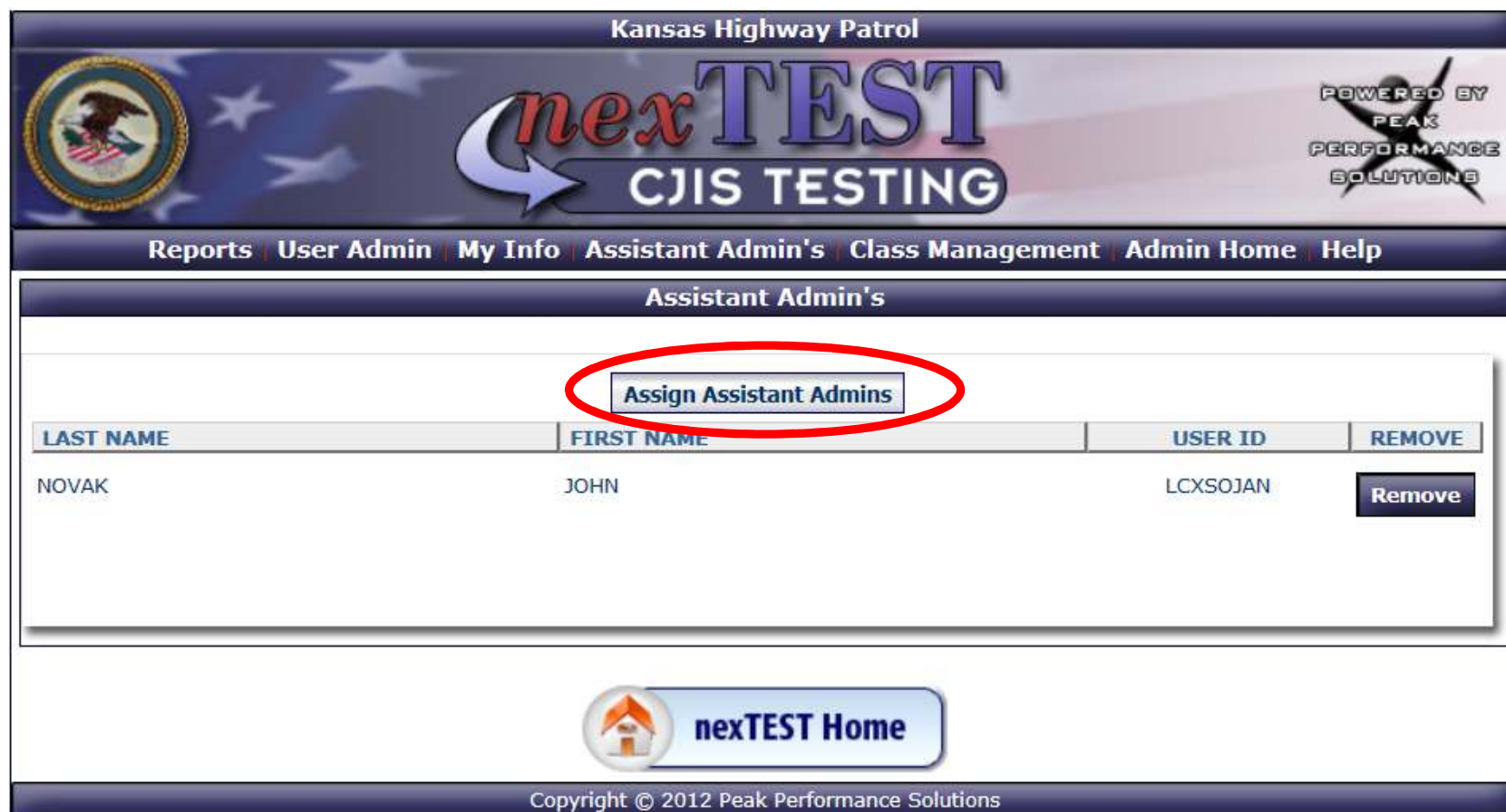
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Initially, only the “primary” TAC, or “TAC #1”, for each agency, at a given point in time, was pre-set to have access to the administrative functions within the nexTEST application.



A TAC with administrative rights can select “Assistant TACs” to...

...view a list of “Assistant Admins” or, if needed...



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Assistant Admin's

Assign Assistant Admins

LAST NAME	FIRST NAME	USER ID	REMOVE
NOVAK	JOHN	LCXSOJAN	Remove

 **nexTEST Home**




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...click the “Assign Assistant Admins” button to...








...produce a list of available users within the agency.

Assistant Admin's

Assign Assistant Admins

Search By Last Name:  Search By User ID:  

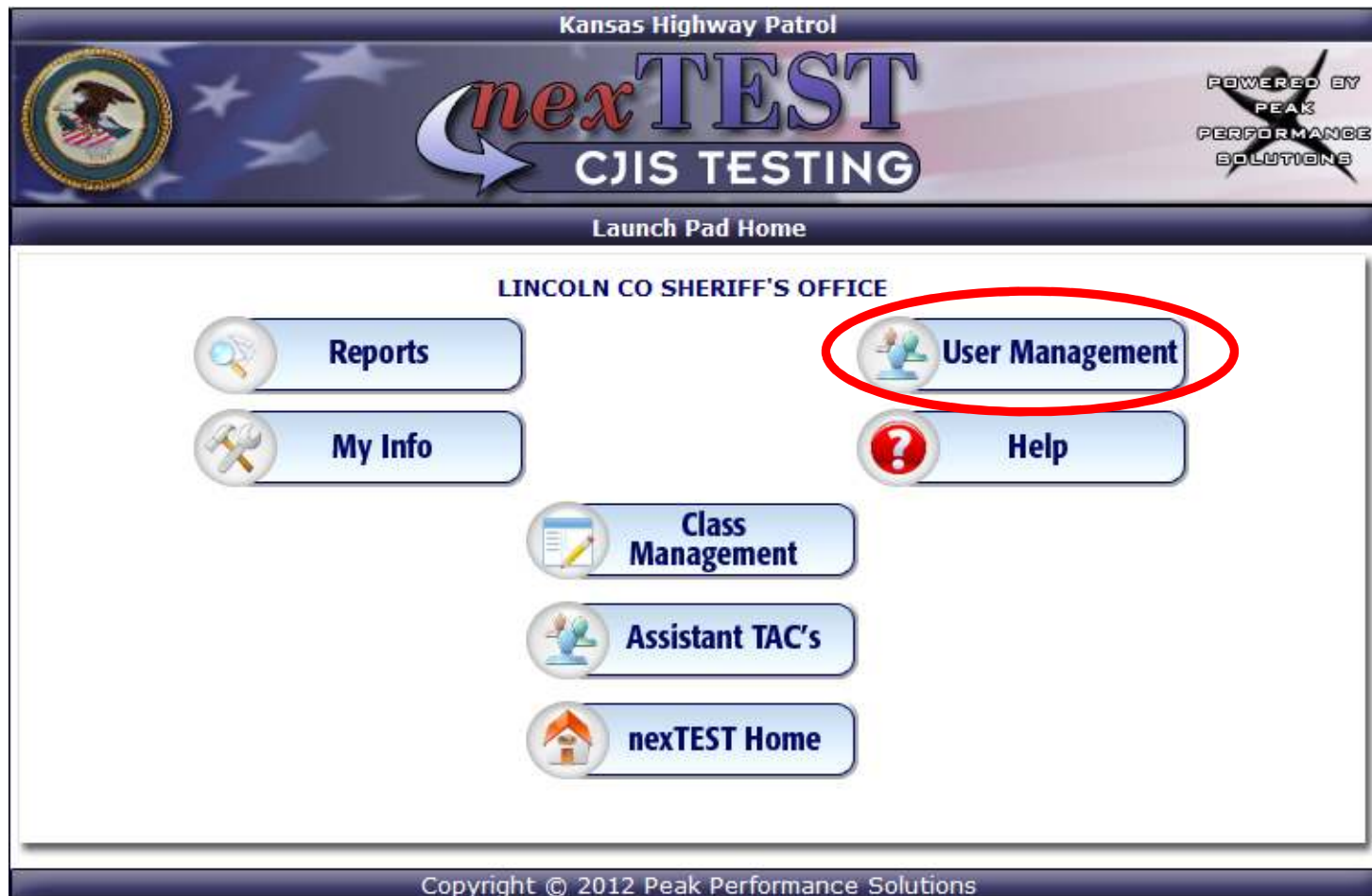
List Users

LAST NAME	FIRST NAME	USER ID	ADD
BAILEY	CLINT	LCXSOCDB	
FLAHERTY	JESSICA	LCXSOJEF	
GURNEY	DAVID	LCXSODLG	
HAGEMAN	RYAN	LCXSORSH	
HESTING	ANNETTE	LCXSOAMH	
MORSE	ARLETTA	LCXSOARM	
NOVAK	JOHN	LCXSOJAN	

Showing 1 - 7 of 7

Clicking the “Add” button next to a name will assign the user the “Assistant Admin” role within the nexTEST application only.

ADDING USERS INTO nexTEST



Click on “User Management”



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[Admin Home](#)
[Help](#)

User Listing

Add User

List Users

By Last Name:










Go

By Username:

Go

Letter of Last Name:

Show Active Users

LAST NAME	FIRST NAME	USER NAME	ORI	EXPIRATION	TESTS	VIEW	EDIT
ACKERMAN	ALVIN	KANHPADA	KSKHPQ000	JAN 10, 2014			
ADKINS	BONNIE	KANHPBD1	KSKHPQ000	MAY 13, 2013			
AGGSON	DAVE	KANHPDAA	KSKHPQ000	OCT 10, 2014			
AKINS	ERIC	KANHPECA	KSKHPQ000	JUN 12, 2014			
ALBERS	DAVID	KANHPDMA	KSKHPQ000	FEB 3, 2014			
ALBERTSEN	ALLISON	SLNHAAAA	KSKHPQ000	JAN 21, 2013			
ALEXANDER	PAUL	KANHPPFA	KSKHPQ000	NOV 22, 2013			

Click “Add User” at the top of the page

- Use all Upper Case letters
- Enter the new user's name
- The only choice available for ORI will be your agency's
- The only choice available under "Certification Level" is "Awaiting Training"
- Enter the date the new user was fingerprinted
- Enter the KACIS assigned User Name
- Enter your agency's ORI as the password for each user and repeat for confirmation
- The "Minimum Retest Time" is defaulted to "1 second" and "Status" is defaulted to "Active"
- Check the box next to "CJIS Security & Awareness" for all users

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Reports User Admin Class Management Admin Home Help

Add User

Add User | List Users

* Required Fields

First Name: *

Middle Initial:

Last Name: *

ORI: *

Certification Level:

Finger Print Date:

User Name: *

Password: *

Confirm Password: *

Minimum Retest Time: 1 Second

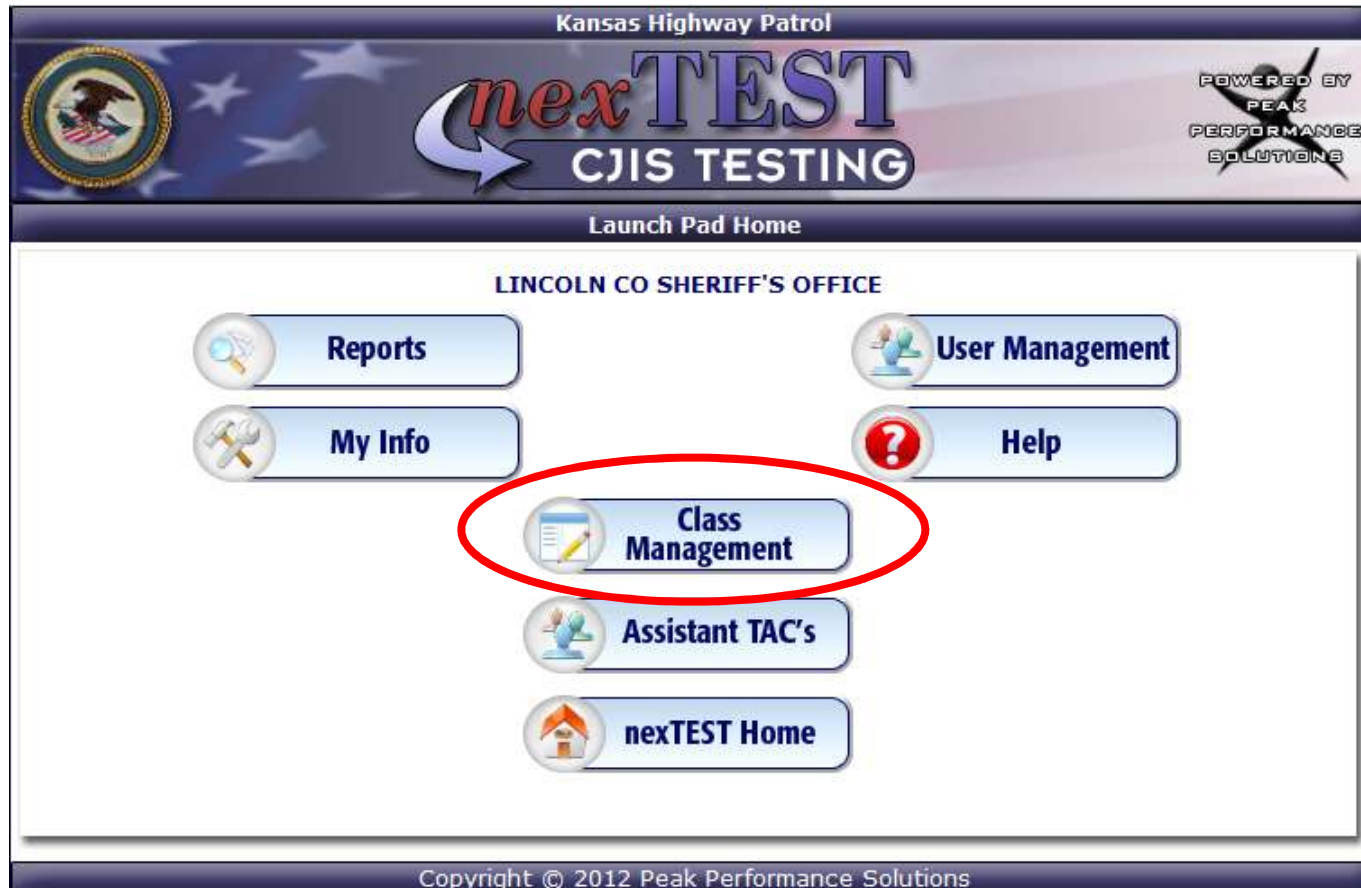
Status: Active

Other Certifications

Certification Level	Expiration Date
<input type="checkbox"/> CJIS Security & Awareness	<input type="text"/>
<input type="checkbox"/> Local Agency Security Officer	<input type="text"/>
<input type="checkbox"/> TAC Training	<input type="text"/>

Once you have confirmed all data is correct click "submit"

REGISTERING USERS VIA nexTEST FOR CLASS ATTENDANCE



Click on “Class Management”

- Locate the appropriate/desired class, date and location from the list of available classes (multiple pages so you might have to click “next” to view additional pages).
- Click on the “Registration” icon associated with the desired class.

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Class Management Admin Home Help

List Classes

Search Classes: Course Name Region Go

Showing Active Classes for All Courses

Class Listing

Class Date/Time	Class Location	Status	Registration	Details
Local Agency Security Officer (LASO)				
> March 27, 2013 9:00 AM	Kansas Highway Patrol Troop A Headquarters 1220 S Enterprise St Olathe, KS 66061	Active		
> June 19, 2013 9:00 AM	Kansas Highway Patrol Training Academy 2025 E Iron Salina, KS 67401	Active		
> September 11, 2013 9:00 AM	Kansas Highway Patrol Troop D Headquarters 1821 Frontier Hays, KS 67601	Active		
> December 11, 2013 9:00 AM	Kansas Air National Guard Facilities 2800 SW Topeka Blvd Topeka, KS 66611	Active		
NCIC Training				
> March 5, 2013 9:00 AM	Kansas Highway Patrol Troop E Headquarters 2222 East Fulton Garden City, Ks.	Active		
> March 5, 2013 9:00 AM	Wichita State University, Eugene M. Hughes Metropolitan Complex, 5015	Active		

- Under the “Students Not Registered” Column, enter the last name of your intended registrant and click “go” or press the “enter” key.

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Class Management Admin Home Help

Select Different Class:

Registration
Course: NCIC Training
Class: March 6, 2013 9:00 AM

Number of Students Registered: 1 Max Students: 50

Students Not Registered

Search By Last Name Go

Please use the above filters to search for users.

Students Registered

Search By Last Name Go List Users

Name	Agency Name	Withdraw
CHALFANT, ALICIA	BROWN CO SHERIFF'S OFFICE	N/A
ESSEL, CHRISTOPHER	BROWN CO SHERIFF'S OFFICE	N/A
KECKLEY, CAROL	KANSAS CANTON POLICE	N/A

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Class Management Admin Home Help

Select Different Class:

Registration
Course: NCIC Training
Class: March 6, 2013 9:00 AM

Number of Students Registered: 1 Max Students: 50

Students Not Registered

Search By Last Name Go

Search Results by Name: walker

Name	Agency Name	Enroll
WALKER, MANDY	KANSAS HIGHWAY PATROL	
WALKER, SCOTT	KANSAS HIGHWAY PATROL	

Students Registered

Search By Last Name Go List Users

Name	Agency Name	Withdraw
CHALFANT, ALICIA	BROWN CO SHERIFF'S OFFICE	N/A
ESSEL, CHRISTOPHER	BROWN CO SHERIFF'S OFFICE	N/A
KECKLEY, CAROL	KANSAS CANTON POLICE	N/A

- When you’ve located your intended user in this column, click the “Enroll” icon next to that user’s name to add the user to the “Students Registered” column.

REMOVING A USER FROM A CLASS ROSTER

The screenshot displays the 'Registration' section of the 'CJIS Training Management' system. At the top, the header includes the 'Kansas Highway Patrol' logo, the 'CJIS Training Management' title, and a 'powered by Peak Performance Solutions' logo. Below the header, there are navigation tabs for 'Class Management' and 'Admin Home', and a 'Help' link. A 'Select Different Class:' dropdown menu is present, along with a 'Class Listing' button. The main content area shows the 'Registration' details for 'Course: NCIC Training' and 'Class: March 6, 2013 9:00 AM'. It indicates 'Number of Students Registered: 4' and 'Max Students: 50'. There are two main sections: 'Students Not Registered' and 'Students Registered'. Both sections have search filters (Search, By, Last Name, Go) and a 'List Users' button. The 'Students Registered' section shows a table with columns 'Name', 'Agency Name', and 'Withdraw'. The 'Withdraw' column contains a red minus icon, which is circled in red. The 'Students Not Registered' section shows a table with columns 'Name', 'Agency Name', and 'Enroll'. The 'Enroll' column contains a green plus icon.

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Class Management Admin Home Help

Select Different Class: [dropdown]

Class Listing

Registration

Course: NCIC Training
Class: March 6, 2013 9:00 AM

Number of Students Registered: 4 Max Students: 50

Students Not Registered

Search By Last Name Go

Search Results By Name: walker

Name	Agency Name	Enroll
WALKER, SCOTT	KANSAS HIGHWAY PATROL	+

Students Registered

Search By Last Name Go List Users

Search Results By Name: walker

Name	Agency Name	Withdraw
WALKER, MANDY	KANSAS HIGHWAY PATROL	-

In the “Students Registered” column, you may remove a specific user from a class roster by clicking on the “Withdraw” icon.

MONITORING CERTIFICATION STATUS



Click on “Reports”

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*next*TEST

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Reports

Standard Reports

-  [Test Activity Report](#)
-  [Expiration Report](#)
-  [Print Certificates](#)
-  [Finger Print Report](#)

Customized Reports

-  [Non-NCIC Certification Expiration Report](#)
-  [Other Certification Expiration Report](#)
-  [User Certification Level Listing Report](#)

 [nexTEST Home](#)

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Select “Expiration Report”

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Reports User Admin Admin Home Help

Expiration Report for Agency Operators

☒ By Month  August 2012

☐ By Time Period From August 2012 To August 2012

☐ Very Specific From August 23 2012 To August 23 2012

☐ All Dates in Data Base

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Use the dropdown box to select which users you would like to display

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Reports User Admin Admin Home Help

Expiration Report for Agency Operators

Show Active Only

☒ **By Month** August 2012

☐ **By Time Period** From August 2012 To August 2012

☐ **Very Specific** From August 21 2012 To August 21 2012

☐ **All Dates in Data Base**


Submit Reset

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The default is to produce the expiration report for the current month

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Reports | User Admin | Admin Home | Help

Expiration Report for Agency Operators

Show Active Only

☐ By Month August 2012

☐ By Time Period From August 2012 To August 2012

☐ Very Specific From August 23 2012 To August 23 2012

☒ All Dates in Data Base


Submit Reset

 nexTEST Home

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For most agencies, it will likely be preferable to select “All Dates in the Data Base” which is actually all users associated with the agency.


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Expiration Report for Agency Operators

 [Print Report](#)

[Search Again](#)

Showing By Month

(Active Users Only)

OPERATOR NAME	USER ID	ORI	USER LEVEL	EXPIRATION DATE
BALLINGER, KIP	KANHPKCB	KSKHPQ000	Limited Access NCIC Certification	Sat Aug 25, 2012
BEABOUT, ROBERT	KANHPRCB	KSKHPQ000	Limited Access NCIC Certification	Wed Aug 1, 2012
FERGUSON, PAULINE	KANHPPKF	KSKHPQ000	Limited Access NCIC Certification	Sat Aug 18, 2012
LYTTON, ROBERT	KANHPAL1	KSKHPQ000	Limited Access NCIC Certification	Fri Aug 24, 2012
MOOMAU, KYLE	KANHPKLM	KSKHPQ000	Limited Access NCIC Certification	Sun Aug 12, 2012
MORRIS, SCOTT	KANHPSBM	KSKHPQ000	Limited Access NCIC Certification	Sun Aug 12, 2012
NOLTE, RYAN	KANHPRFN	KSKHPQ000	Limited Access NCIC Certification	Sat Aug 18, 2012
PAIGE, TIM	KANHPTLP	KSKHPQ000	Limited Access NCIC Certification	Fri Aug 24, 2012

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By system default, the resulting list is arranged alphabetically but,...

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Reports User Admin Admin Home Help

Expiration Report for Agency Operators

Show  [Print Report](#) [Search Again](#)

Showing All Dates
(Active Users Only)

OPERATOR NAME	USER ID	ORI	USER LEVEL	EXPIRATION DATE
---------------	---------	-----	------------	-----------------


...you can select to sort by expiration date.


This will place the expired, or nearest to expiration, users at the top of the list.

BALDWIN, JESSE	KANHPJL2	KSKHPQ000	Limited Access NCIC Certification	Sun Jan 12, 2014
BALES, DAVID	KANHPDSB	KSKHPQ000	Limited Access NCIC Certification	Fri Jun 6, 2014
BALLINGER, KIP	KANHPKCB	KSKHPQ000	Limited Access NCIC Certification	Sat Aug 25, 2012

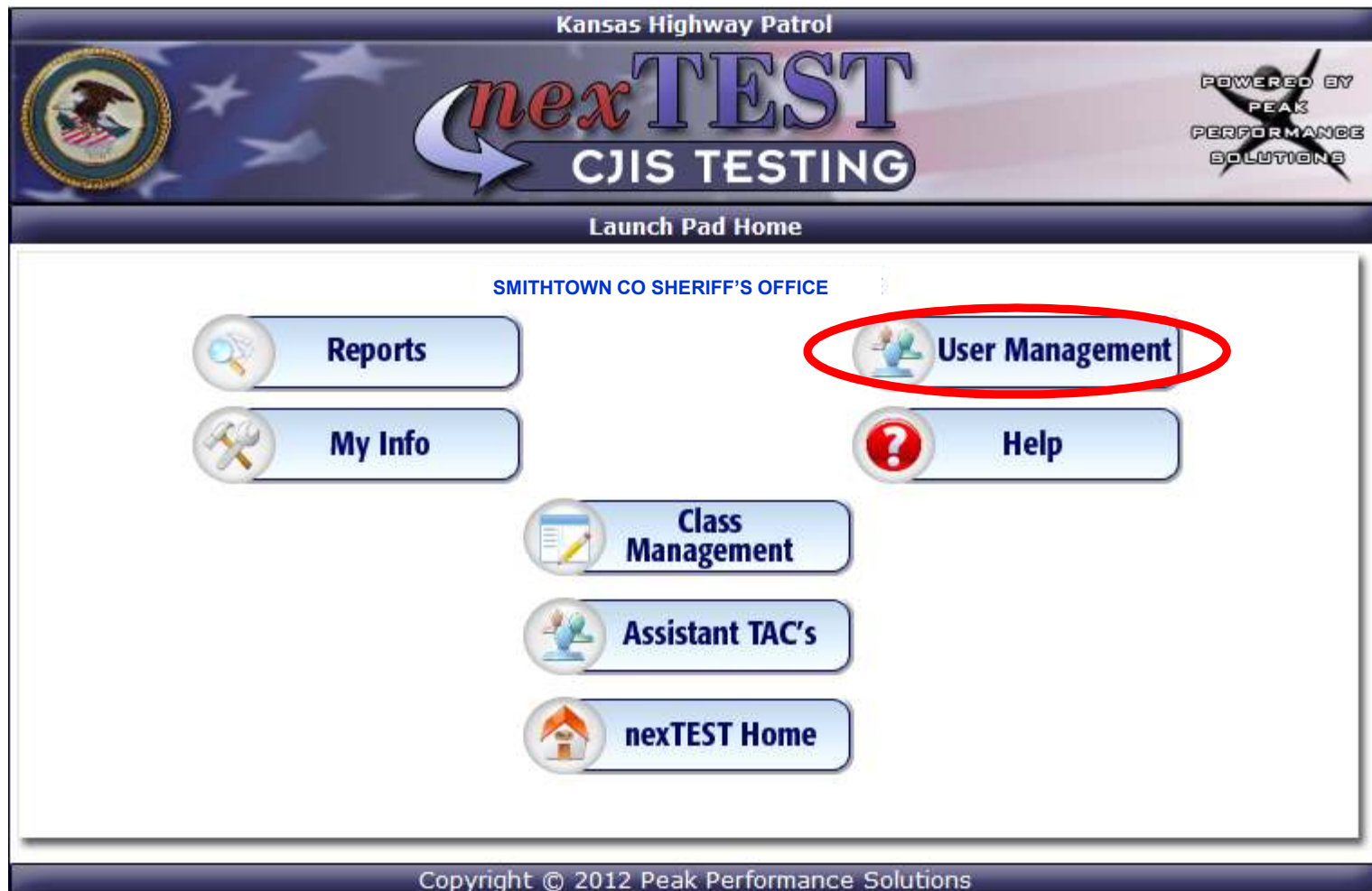
Showing 1 - 20 of 529

Pick a Page ▾

 nexTEST Home

Next Listing 

For larger agencies, the list of users may continue on additional pages
Click “Next Listing” to view the next page.



By selecting “User Management” again...

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User Listing

[List Users](#)

By Last Name:

By Username:

Letter of Last Name:

[Show Active Users](#)

LAST NAME	FIRST NAME	USER NAME	ORI	EXPIRATION	TESTS	VIEW
ALLEN	BRADLEY	ALLENB	MOHAWK	08/14/2015		

...you can then search by Last Name, Username or by the first letter of a last name.

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User Listing

List Users

By Last Name: Go By Username: Go Letter of Last Name: Show Active Users

LAST NAME	FIRST NAME	USER NAME	ORI	EXPIRATION	TESTS	VIEW
AREHART	WILLIAM	KANHPWLA	KSKHPQ000	JUL 9, 2014		

With a specific user identified, select “Tests”.

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Reports User Admin Admin Home Help

Viewing Tests for WILLIAM AREHART

[Back to User Listing](#)

ORI: KSKHPQ000

Primary Certification Level: Full Access NCIC Certification

TEST DATE	TEST NAME	TEST SCORE (IN %)	GRADE	TEST TIME	CERTIFICATES
Mon Jul 9, 2012	Full Access NCIC Certification	98.0	Pass	0:10:56	 

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This provides the test date, test score and grade for the selected user. You can also print off a certificate of training for your agency records.

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Reports User Admin Admin Home Help

User Listing

[List Users](#)

By Last Name: [Go](#) By Username: [Go](#) Letter of Last Name: [Show Active Users](#)


LAST NAME	FIRST NAME	USER NAME	ORI	EXPIRATION	TESTS	VIEW
AREHART	WILLIAM	KANHPWLA	KSKHPQ000	JUL 9, 2014		

Showing 1 - 1 of 1

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Clicking “View” next to an individual user’s name...



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User Listing

List Users

By Last Name:

Go

By Username:

Go

Letter of Last Name:

Show Active Users

LAST NAME	FIRST NAME	USER NAME	ORI	EXPIRATION	TESTS	VIEW
AREHART	WILLIAM	KANHPWLA	KSKHPQ000	JUL 9, 2014		

» User Details: WILLIAM AREHART

Username	Agency Name	Finger Print Date	Retest Time	Status
KANHPWLA	KANSAS HIGHWAY PATROL	OCT 18, 2000	1 Second	Active

Primary Certification

Certification Level	Expiration Date	Training Date
Full Access NCIC Certification	JUL 9, 2014	N/A

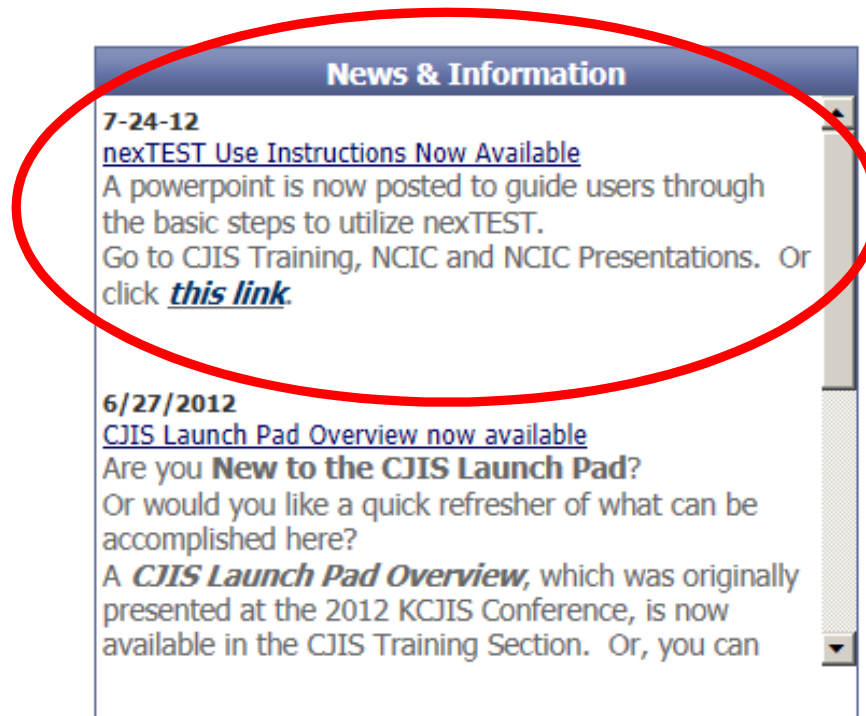
Other Certifications

Certification Level	Expiration Date
CJIS Security & Awareness	N/A
TAC Training	N/A

Showing 1 - 1 of 1

...will display the “user details” for the selected user including username, agency, certification level and expiration date.

nexTEST Use Instructions, addressing how a terminal operator is to log in and complete a certification test, were previously posted on the CJIS Launch Pad website and...

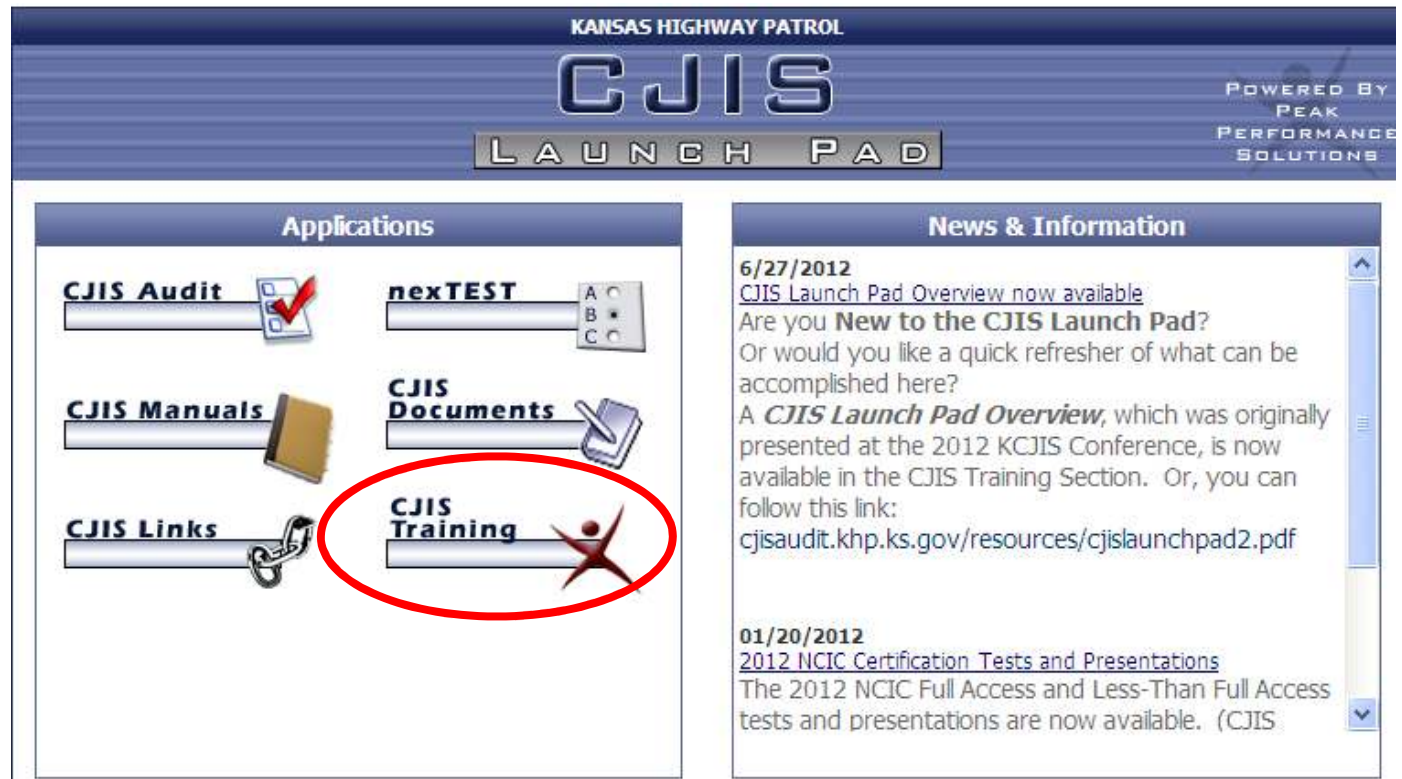


...we have now added this “administrator specific” presentation.

Be sure to continue checking the CJIS Launch Pad website for announcements of other changes or newsworthy happenings.

If you need assistance contact your local trainer/auditor or if he/she is not available contact anyone in the CJIS unit.

For contact information click on “CJIS TRAINING”



KCJIS TRAINER/AUDITOR MAP
with Contact Information

Then click on
“KCJIS TRAINER/AUDITOR MAP
with Contact Information”

KANSAS HIGHWAY PATROL CJIS TRAINING & AUDIT UNIT



February 2013